Short-Term Research Experience for Underrepresented Persons (STEP-UP)
National Institute of Diabetes and Digestive and Kidney Diseases
National Institutes of Health
U.S. Department of Health and Human Services

APPLICATION DIRECTIONS

Please read the following directions before submitting an application for admission to STEP-UP. You will be able to make adjustments to your application until the application deadline. The STEP-UP Application is web-based, and is not available in paper format. Please use the following link to access the web-based STEP-UP Application: https://stepup.niddk.nih.gov/login.aspx.

COMPLETING THE APPLICATION

STEP 1: REGISTER FOR AN ACCOUNT

To begin an application, you must first register for an online account. Go to the STEP-UP application and create a username and enter a valid email address to register. Once you complete the required information, a confirmation email will be immediately sent to the email address you provided. You may not receive the confirmation if it went to your junk mailbox, or if you enter an invalid email address. **If you do not receive a confirmation email within 24 hours, you will need to re-register for an account.**

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STEP-UP - Student Portal
Register Online   Login

You are currently not logged in.

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Online Services Registration

Important:
If you do not receive a confirmation email upon submitting your registration request, you have entered an incorrect email address and must re-register with a valid email address.

Salutation	Mr. ▼
First Name	
Middle Name	
Last Name	
Preferred Login ID	(this is permanent)
Email Address	

Register

STEP 2: LOGIN TO YOUR ACCOUNT

Once you register, an email containing a temporary password will be sent to the email address that you used to register your account. If you did not receive a temporary password (See Step 1) you registered with an invalid email address and must re-register with a valid email address. Once you receive the temporary password, copy the temporary password provided in the email and click on the link to access the STEP-UP Online Web Portal. Enter your Login ID and temporary password and click "Login." Once you are logged in, you will be prompted to change your temporary password to a permanent password. After you enter a permanent password, you will be prompted to complete your user "Profile." Please keep your username and password in a safe place. Your username is permanent and you will not be able to change it. If you forget your password, you can reset it via the online system.

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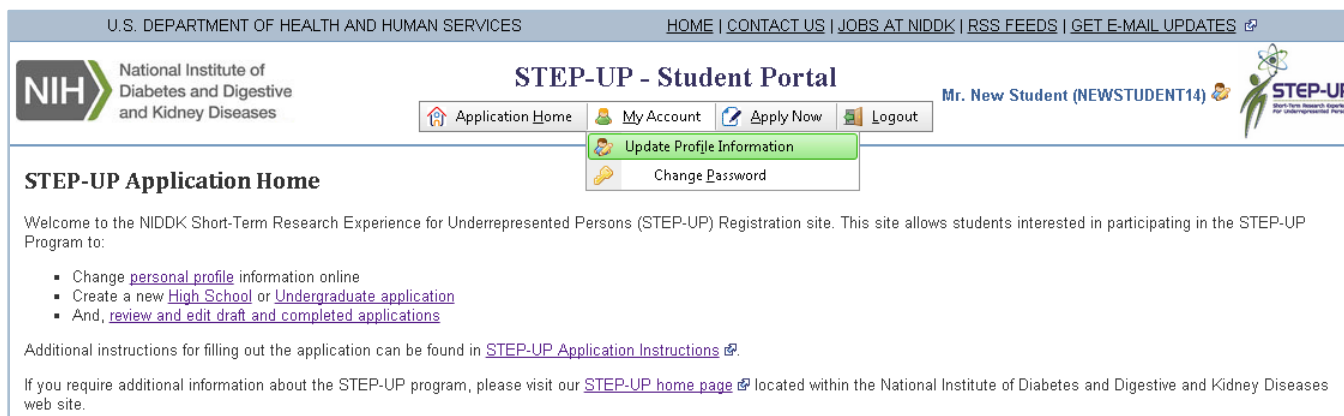## Password Reset Request

Your new password will be automatically generated and emailed to your registered email address.

Registered Login ID [   ]

Request Password
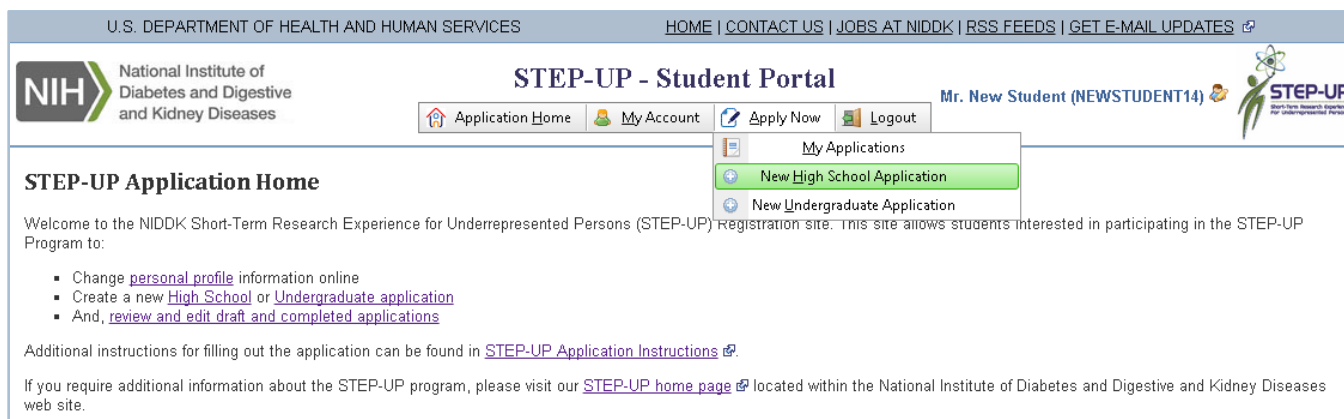
STEP 3: COMPLETE YOUR PROFILE

To complete your profile, click on the "My Account" tab and then click "Update Profile Information." The information requested in this section is used to establish methods for contacting you throughout the application and admission process. Please make sure all information submitted is correct, especially email and phone numbers. If this information changes at any time, please update it accordingly. After you have finished entering the requested information, click "Save My Profile."

STEP 4: COMPLETE YOUR APPLICATION

Once you have saved your member profile, click on the "Apply Now" tab and click on the respective application (undergraduate or high school). Fill out each component of your application. Please remember to periodically "Save" your application. If you are unable to complete the information required, you can revisit your application at a later date.

APPLICATION COMPONENTS

The STEP-UP Application collects the following: contact information; eligibility information; academic profile; references; resume and/or extracurricular activities, awards and honors, experiences and activities; and personal statement. Please make sure you save your application periodically to prevent the loss of information.

CONTACT INFORMATION/STUDENT PROFILE

Your contact information is used to establish methods for contacting you throughout the application process. This information is entered into the Student Profile Section **(See Step 3).**

ELIGIBILITY

Undergraduate Application #459513

Please Review the Application Guide (PDF).

Save   Submit

Application Year: 2015

ⓘ Please complete all relevant information in the tab sections below. You must save the whole application using the button above.

| Eligibility | Academic | Personal Statement | Resume | Recommendations | Other |

Eligibility Criteria

Select Your Citizenship Status — Select One — ▾

I attest that I am eligible for the program based on the following eligibility criteria:

☐ Disadvantaged Background 〇
☐ Underrepresented Racial or Ethnic Minority 👥
☐ Disability

All Students selected for the STEP-UP are **required** to have their own health insurance.

Will you have health insurance at the time you participate in the program?   Select ▾

The information requested in this section is used to determine your eligibility for STEP-UP. Please make sure that you answer all of the questions.

Applicants for admission to STEP-UP must meet the following basic requirements (at the time of application):

- Be a U.S. Citizen, non-citizen national or legal permanent resident
- Undergraduate applicants must be currently enrolled as a full-time undergraduate student at a U.S. accredited 2-year or 4-year college or university. Previous research experience is required for all first-year students (freshmen)
- High school applicants must currently be in their junior or senior year of high school
- Have a minimum GPA of 3.0 or better (on a 4.0 scale), although exceptions may be granted
- Have personal medical/health insurance coverage throughout the duration of the program ****Exceptions will be made for students residing in U.S. territories and the Pacific Islands**

Applicants must also meet **one or more** of the following criteria:

- Come from racial and ethnic groups that have been shown by the National Science Foundation to be underrepresented in biomedical sciences on a national basis
- Come from a disadvantaged background as defined by annual family income and/or be the first generation in their families to graduate from a four-year college or university
- Been diagnosed with a disability that substantially limits one or more major life activities

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ACADEMIC INFORMATION

This section collects information about your educational history. Submit information about each high school (high school applicants only) or university (undergraduate applicants only) that you have attended, even if you did not graduate from that institution. Enter education information in reverse chronological order, with the most recent enrollment first. You will be able to add as many records as needed to accurately represent your educational history. Once you have entered all of the required information, click "Add this Institution". Once you have added all of your institutions, click "Save Draft".

Transcripts—Students can submit official or unofficial transcripts via the online application system. If you are unable to upload your transcript via the online application system, you must submit an official transcript by mail no later than **February 1, 2015**. Undergraduate applicants do not have to submit high school transcripts.

Mail transcripts to the following address:
> **STEP-UP Program [please specify high school or undergraduate]**
> II Democracy Plaza/RM902A
> 6707 Democracy Blvd.
> Bethesda, Maryland 20892

Unofficial transcripts can be uploaded to your application via the web portal.

School Information

An official transcript is required and should be sent from your school to the address at the end of the application. Following information about your current school is required.

Edit	Attach	Transcript File	School/College	Address	Grade	GPA	Scale	Delete
✎	📎		University of Maryland	3501 University Blvd, College Park, MD 20742	Freshman	4.0	4.0	✕
➕ Add A School/College								↻ Refresh

Attach the transcript for University of Maryland. If you have a file already, that will be replaced by this one.

[Select]   [Add/Update Transcript]

PERSONAL STATEMENT

STEP-UP is intended to help students from diverse backgrounds learn about and prepare for professional research careers. The personal statement is your opportunity to explain why you want to participate in STEP-UP.   Your personal statement of **600 words of less** should describe:

- How a research experience through STEP-UP will positively influence your career development
- Your short and/or long-term academic and career goals
- The various events or experiences that have helped shape your desire to learn more about biomedical, clinical, social or behavioral research

If you are a **returning STEP-UP student**, your personal statement must indicate what new opportunities a second summer in STEP-UP would give you. If you are a **SENIOR** in high school or college, your personal statement must indicate what your plans are after graduation.

The personal statement cannot be more than **600 words**. If the word limit is exceeded, the system will prompt you to reduce your text. It is highly recommended that you have someone proofread your personal statement before it is submitted. Once you have entered all of the required information, "Save" your application.

RESUME (undergraduate applicants only)

Copy and paste your resume into this section. There is no particular format for the resume, however, it should contain, at minimum; a heading with contact information, objective, education, employment history (paid and voluntary), skills and honors/awards. Once you have entered all of the required information, "Save" your application.

EMPLOYMENT & VOLUNTEER EXPERIENCE (high school applicants only)

List any paid or voluntary positions that you were involved in during the school year or over the summer. Describe your specific role and responsibilities for each. Once you have entered all of the required information, "Save" your application.

HONORS & AWARDS (high school applicants only)

List special recognitions, scholastic awards and honors, and any scholarships you have received. Include a brief description about the award to help us understand the award, scholarship, or recognition. Once you have entered all of the required information, "Save" your application.

EXTRA-CURRICULAR ACTIVITIES (high school applicants only)

Describe extracurricular activities in which you have participated in the past, or are participating in currently. Describe the specific role you played in the activity. Once you have entered all of the required information, "Save" your application.

LETTERS OF RECOMMENDATIONS

Two letters of recommendation from different individuals are needed to complete the STEP-UP application. Professional references (e.g. teachers, professors, employers, etc.) that can comment specifically on your work ethic, education training, and prior research experience, if applicable, are preferred. You should **NOT** ask a neighbor, church minister, employer (unless related to a research experience), or anyone else who knows you outside of an academic or research context. If you have previously participated in STEP-UP, one of your letters of recommendation **must come from your most recent research mentor.**

> **How to secure a reference:**
> - Early in the application process, visit your references during office hours, or schedule an appointment to discuss your STEP-UP plans and/or your graduate school goals
> - Give your references a short resume of your experiences and areas of interest. Remind them about a project or paper you completed in their class. What grade did you make? Was there something about that project that stands out?
> - Monitor your application status to ensure that the recommendations are submitted on time

Enter all of the requested information for your references and click "Add This Person as a Reference." Once you have inserted contact information for two recommenders, click "Save."

You **must** click the envelope icon with the arrow ( ) to send a request for recommendation to your reference. If you do not click the icon, the request will not be sent until you submit your application. It is highly recommended that you click the icon after you enter the contact information for your reference. The email message to your reference contains directions about completing the evaluation form and submitting a recommendation letter electronically. Periodically check to see if your letter of recommendation has been received. If a recommendation request needs to be resent, login to your application and click the envelope icon next to the name of your reference. **Hard copies of recommendation letters will not be processed**.

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OTHER INFORMATION

This section of the application is available for you to provide information about previous research experiences; how you learned about the program; and your preference for a coordinating center. You do not have to indicate your coordinating center preference if you have no preference. **You are not required to conduct your research at the coordinating center.** The coordinating centers only assist you in programmatic and administrative concerns such as locating you a research mentor, organizing required trainings, and issuing stipend payments.

STEP 5: SUBMIT YOUR APPLICATION

Once you have entered all of the required information, "Save" your application and click "Submit." You cannot submit your application without saving it or completing your Member Profile (See Step 3). Additionally, the system will prompt you if any additional information is missing from the application. Once the system verifies that all information is complete, you must agree to the terms and conditions of the program in order to submit the application.

STEP 6: CHECK THE STATUS OF YOUR APPLICATION

Once you have submitted your application, you will be notified via email when the status of your application changes, or if you need to submit additional information. The status of your application can be viewed on the My Applications page (available from the Apply Now menu) once you login to your account. You can click on your application to view any messages from administrators or provide additional information that maybe requested from administrators.

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STEP-UP - Student Portal

Mr. New Student (NEWSTUDENT14)

Application Home | My Account | Apply Now | Logout

My Applications

Appl #	Program	Year	Status	Submitted On	Last Updated	
459513	Undergraduate	2015	Submitted	Oct-22, 2014	Oct-22, 2014	✕
459514	HighSchool	2015	Draft	-- N/A --	Oct-22, 2014	✕

The status of your application will be one of the following:

- **DRAFT -** The application is still being worked on and has not been submitted
- **SUBMITTED -** The application has been submitted for review
- **COMPLETE -** All required application materials have been received (e.g. online application, letters of recommendation, and transcript)
- **INCOMPLETE -** The application is missing one or more required materials (e.g. letters of recommendation, transcript, or other important information). You must submit all required materials for your application to be considered "complete." Please contact us if you have questions about your application.
- **INELIGIBLE -** The applicant does not meet the minimum qualifications
- **SELECTED -** The applicant has been accepted into STEP-UP
- **NOT SELECTED -** The applicant was not selected to participate in STEP-UP
- **WITHDRAWN -** The applicant has chosen to withdraw from consideration into the program

If you have any questions or concerns regarding the online web application, please contact niddkstepup@mail.nih.gov.